



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI PROCUREMENT OPERATIONS DIVISION
CINCINNATI, OHIO 45268

December 8, 2017

SUBJECT: Request for Task Order Proposal, Tracking Number PR-R0-17-00165

FROM: Greta Perry
Contracting Officer

TO: Multiple Award Contract Holders under TSAWP

Attached is request for task order proposal for the subject tracking number which is issued for competition for the project entitled, "General TMDL Support for Alaska, Idaho, Oregon and Washington Waters".

The government requests you prepare a proposal (cost and technical) for the task order. Request the proposals be submitted to Greta Perry by 4:30pm, Monday, January 8, 2018 via FedConnect. The technical proposal is limited to 25 pages or less. The cost proposal shall be provided in accordance with Contract Clause B-1 as supplemented by the attached cost proposal instructions. Proposals shall also include the required conflict of interest certification. Any information on pages beyond the page number limitation will not be considered or evaluation. The last day for Technical Questions to be submitted is December 20, 2017 via FedConnect. For planning purposes, it is anticipated that this work would commence on/or around April 1, 2018.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement

Award of a Cost Plus Fixed Fee – Term Type task order will result. The period of performance for this Task Order is a base period of 12 months plus 4 option periods of 12 months each. Please see attached technical evaluation criteria which will be used to evaluate the offer. Award will be made on a Best Value Analysis Where Technical Quality is more important as Cost/Price. Award is intended to be made without discussions. Negotiations will be conducted only if determined necessary.

Any questions should be directed to the undersigned within five days of issuance of this Solicitation.


Greta Perry
Contracting Officer

Cc:
Jayne Carlin, TOCOR
Damon Highsmith, CL COR

**PERFORMANCE WORK STATEMENT
TSAWP MULTIPLE AWARD CONTRACT TASK ORDER
PR-R0-17-00165**

TITLE: General TMDL Support for Alaska, Idaho, Oregon and Washington Waters

BACKGROUND:

Section 303(d) of the Clean Water Act (CWA) requires States and Tribes to develop lists of waters that do not meet water quality standards, even after point sources of pollution have installed the minimum required levels of pollution control technology. Current EPA regulations specify that these lists are developed every two years. The CWA also requires that States and Tribes develop Total Maximum Daily Loads (TMDLs) to bring 303(d) listed waters back into compliance with the water quality standards (WQS) for waters on the CWA Section 303(d) lists. TMDLs are watershed scale water quality and pollutant source analyses that determine the amounts of pollution that streams could receive and still meet applicable water quality standards. A TMDL identifies and quantifies sources of pollution causing water quality standard exceedances. The quantification is done by estimating the pollutant load from each source. These loads are then used to determine the amount of reductions needed to meet water quality standards. TMDLs are implemented through the point source programs (i.e. NPDES) and nonpoint source pollution control programs. Generally, EPA's role is to provide information and assistance to states to support the TMDL development and implementation; however, in some cases, EPA will take the lead in developing TMDLs or portions of the TMDLs.

The TMDL Program is in a period of transition nationwide as the lawsuits, especially in EPA Region 10, move from failure to develop TMDLs to the content of the TMDL. Additionally, States are interested in developing TMDLs that would more readily lead to implementation (and thus, WQS attainment) – that is, “implementation-ready TMDLs.” Although such TMDLs would take more time and resources to develop, they are consistent with EPA's increasing focus on implementation activities that achieve water quality improvement. EPA and the States need to demonstrate the functional connection between TMDL targets, implementation actions, and ecological responses, including progress made towards meeting water quality standards. There is a real need for feedback to determine if the actions taken in addressing water quality impairments are effective in order to support and direct future actions including revising TMDLs.

This task order will support EPA in advancing the TMDL development and implementation.

LEVEL OF EFFORT:

It is anticipated that the number of hours required for each period is as follows:

Base Year: 3,395 hours

Option Year 1: 3,395 hours

Option Year 2: 3,395 hours

Option Year 3: 3,395 hours

Option Year 4: 3,395 hours

TASKS:

After task order (TO) award and initiation of Task 1, the Task Order Contracting Officer Representative (TOCOR) shall furnish technical direction (TD) on a case-by-case basis. The Contractor shall anticipate working with the TOCOR and EPA/state technical staff; however, TOCOR, the EPA Alternate TOCOR (if the TOCOR is on leave or travel), the EPA Contract Level Contracting Officer Representative (CL-

COR) and the EPA Contracting Officer (CO) are the only individuals authorized to issue technical direction. Other government personnel may engage in technical communications with the contractor, but are not authorized to give technical direction.

Task 1: Kickoff Meeting, Reporting and Communication

The Contractor shall participate in a Kickoff Meeting with the TOCOR via conference call at the beginning of each option period and new project in which the TOCOR intends to issue a TD. The Kickoff Meeting with the TOCOR shall cover the following topics: points of contact, roles and responsibilities, quality assurance protocols, timelines, the schedule of benchmarks, milestones and deliverables, establish dates and times for monthly calls and monthly technical progress reports and general TO administrative information.

The TOCOR shall coordinate and set-up calls between EPA staff and the Contractor's technical lead to discuss the status and progress of the work under this TO as appropriate. Unless told otherwise by the TOCOR, the Contractor shall provide meeting summaries after the calls within five (5) business days in draft form for the TOCOR to review. The TOCOR shall provide any edits and/or comments on each meeting summary or approve the meeting summary without change; then the final written meeting summary shall be provided within five (5) business days after receipt of comments from the TOCOR.

The Contractor shall notify the EPA TOCOR of any problems, delays or questions as soon as they arise, including immediate notification of any quality assurance issues and project delays. The Contractor shall provide a monthly progress report in accordance with contract requirements, which will be used for invoice review purposes. The Contractor shall provide additional monthly reports that includes the funding status for each project under this task order and Contractor's technical lead for each project. All reporting shall be provided in accordance with the contract sections G & H: ***Reporting and Deliverables (General Performance)***.

Task 1 Deliverables:

- Conference calls and meeting summaries,
- Immediate notification to TOCOR of any delays via email
- Monthly progress reports
- Timely communication.

See Contract Level Quality Assurance Surveillance Plan for specific performance standards and indicators related to this task. All written materials must be compliant with Section 508 of the Americans with Disabilities Act.

The Contractor shall provide support through one or more of the below activities (written technical direction will be used to clarify work):

Task 2: Development of TMDLs

- The Contractor shall provide technical support for the development and implementation of TMDLs for the waterbodies identified by the EPA TOCOR and that are located in Alaska, Idaho, Washington and Oregon. That support could include the following activities:
- Gather and evaluate existing data from public and private sources, and make recommendations on collection of new data to fill data gaps.
- Establish numeric TMDL targets or surrogate targets.
- Assess existing conditions.
- Conduct source analysis and analytical linkages between elements.
- Estimate loading capacity and TMDLs and allocate loads.
- Determine actions needed to address key sources.
- Complete assessment, analysis, and modeling efforts to establish draft TMDLs.

- Translate load allocations into daily loads using load duration curves and other methods.
- Prepare responses to public comments on technical portions of the TMDLs.
- Make recommendations for implementing TMDLs and monitoring towards the impaired waters to meet water quality standards.
- Incorporate various approaches for including Reasonable Assurance documentation into TMDLs, including approaches needed to incorporate nonpoint sources more effectively into ongoing TMDL development and implementation. This could include 1) providing technical assistance to estimate the current NPS load by sector, and a method for estimating expected NPS reductions by sector (e.g., type of Best Management Practices (BMP), how many will be applied, their pollutant reduction efficiencies, etc.); 2) development of an adaptive management procedure for reviewing key milestone progress and revising BMP to meet the TMDL target loads; 3) establishing a procedure for site-specific evaluation of water bodies with significant NPS pollution loads; 4) tracking the progress of NPS control implementation; and 5) developing a monitoring and reduction tracking system. Another approach is to include (1) an identification of total NPS existing loads and total NPS load reductions necessary to meet water quality standards, by source type; (2) a detailed identification of the causes and sources of NPS pollution by source type to be addressed in order to achieve the load reductions specified in the TMDL (e.g., acres of various row crops, number and size of animal feedlots, acres and density of residential areas); and (3) an analysis of the NPS management measures by source type expected to be implemented to achieve the necessary load reductions, with the recognition that adaptive management may be necessary during implementation.
- Develop or modify TMDL implementation plans that meet both TMDL requirements and requirements for nonpoint source (NPS) watershed based plans listed in *Nonpoint Source Program and Grants Guidelines for States and Territories* (April 13, 2013).
- Provide support to EPA and its Region 10 states in developing implementation-ready TMDLs that would more readily lead to implementation and thus, water quality standards (WQS) attainment.
- Support outreach to and coordination with public and private stakeholders to obtain information and build support for TMDLs.
- Develop EPA-approvable Quality Assurance Project Plan, where appropriate.

Task 3: Measure TMDL Effectiveness

The Contractor shall provide support to EPA and its Region 10 states in and for the methods of measuring the effectiveness of the TMDLs that lead to improved future TMDLs. This task involves evaluating waterbodies with TMDLs (or other restoration plans) with respect to TMDL/restoration plan effectiveness and progress towards meeting WQS. The work may require the following activities:

- Evaluate and analyze data to evaluate water quality trends (including use of statistical methods) towards meeting water quality standards (WQS) and TMDL load/wasteload allocations.
- Develop stories and/or documentation showing impaired waters and/or with TMDLs that are meeting water quality goals or making significant progress towards meeting water quality goals as a result of restoration actions.
- Develop monitoring protocols to be used to evaluate TMDL effectiveness or make recommendations for developing and/or develop TMDL monitoring effectiveness plans to measure progress towards meeting WQS and TMDL load/wasteload allocations.
- Conduct an analysis of existing TMDLs including an evaluation of TMDL assumptions and data and provide recommendations for TMDL revisions.
- Develop EPA-approvable Quality Assurance Project Plan, where appropriate.

Task 4: Training and Meeting Support on TMDLs

The Contractor shall provide training on various aspects of TMDL development and implementation and provide administrative, logistical and facilitative support in planning, facilitation and/or follow-up for Regional/State conference calls, webinars, workshops, training sessions/conferences, stakeholder/watershed group and technical meetings on impaired waters, TMDL program and/or NPS program activities for Alaska, Idaho, Oregon, and Washington waters. The work may require the following activities:

- Conduct planning activities such as generating a list of potential topics, obtaining conference call telephone numbers or meeting space, preparing announcements and agendas, developing workshop materials for all participants and developing workshop evaluation forms, soliciting attendees and papers, inviting speakers to make presentations, and developing meeting materials.
- Provide logistical and facilitation support for conference calls, meetings and webinars as well as recording webinars.
- Conduct meeting logistics, including arranging conference facilities, lodging, audio-visual needs, registering participants, logistical support for speakers and scientific/technical experts.
- Prepare minutes, summary reports, and proceeding documents and providing FTP sites to store and exchange workshop-related materials and products.

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the TOCOR as needed and provided to the CO. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the TOCOR.

When serving in either a technical or logistical support role at conferences and workshops, Contractor staff shall only attend sessions that are relevant to their role in support of the proceedings. When the Contractor is to conduct training, the EPA will review and approve all materials and courses before presentation, ensuring the training material is factually accurate, and clear in its presentation of the EPA's views, policies, and regulations.

Task 5: Identification of Impaired Waters

The Contractor shall provide technical, logistical and administrative support to the EPA pertaining to the identification of impaired waters, including the development of listing methodologies. The Contractor shall develop an EPA-approvable Quality Assurance Project Plan, where appropriate.

Task 6: Water Quality Monitoring

The Contractor shall provide support for water quality monitoring pertaining to TMDL development, implementation and TMDL effectiveness. The Contractor shall provide technical, logistical, and administrative support to the EPA in: 1) designing monitoring plans, 2) the field collection of water quality samples, and/or 3) laboratory analysis of water quality samples and assessment of results. The Contractor shall develop an EPA-approvable Quality Assurance Project Plan, where appropriate.

Task 7: Model Application

The Contractor shall provide technical support for application and/or refinement of modeling tools used for TMDL development and implementation including assessing the impact of point and nonpoint sources on receiving waters and linkages to ground water. The Contractor shall provide technical support for the application of modeling tools for TMDL development and implementation such as determining the point and NPS controls necessary in meeting water quality objectives. This support could include quantifying the loads anticipated to be reduced by specific point or NPS control approaches, BMP selection or strategies. The Contractor shall develop an EPA-approvable Quality Assurance Project Plan, where appropriate.

Task 8: Peer Review

The Contractor shall provide one or more recognized independent peer-reviewers who will provide impartial evaluations of work products within the scope of this task order, including independent third party peer reviews on the technical approaches and methods (to identify any serious deficiencies and increase confidence in the technical work) of the models and model applications (including sufficiency for regulatory purposes) related to impaired waters and TMDLs. This may also include conducting a blind or anonymous peer review. When conducting peer reviews, the Contractor shall follow the EPA's Science Policy Council Handbook on *Peer Review, 4th Edition*, (EPA EPA/100/B-15/001) (2015). The handbook can be found electronically at the EPA website <http://www.epa.gov/osa/peer-review-handbook-4th-edition-2015>. The Contractor shall discuss coordination, including the specific charge, of peer reviews with the TOCOR pursuant to an approved technical direction.

SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES:

Deliverables and deliverable schedule shall be clarified in the final TD, developed by the TOCOR. The Contractor shall accept or provide comments of each TD in writing within five working days from receipt of each TD. The Contractor shall schedule the conference call to discuss deliverables and project details within five (5) working days of receipt of the draft TD as appropriate. The Contractor shall document the outcomes of this meeting and provide a copy to the TOCOR. The Contractor shall provide the draft written deliverable(s) for review by TOCOR and these deliverables shall be prepared in accordance with the timeframe specified in the Technical Direction to be developed by the TOCOR. The Contractor shall provide the final written deliverable(s) shall be furnished in accordance with the timeframe specified in the Technical Direction.

TASK	BENCHMARK / DELIVERABLE / MILESTONES	SCHEDULE
	Base Period	
1	Kickoff Meeting	Within 10 working days of Task Order Award and 5 working days after receipt of draft TD by TOCOR.
1	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
1	Progress Reports & Funding Status Reports by Project	Per contract requirements
2, 3, 4, 5, 6, 7, 8	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
2, 3, 4, 5, 6, 7, 8	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	OPTION PERIOD 1	
1	Kickoff Meeting	Within 10 working days of beginning of Option Period 1 and 5 working days after receipt of draft TD by TOCOR.
1	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR

1	Progress Reports & Funding Status Reports by Project	Per contract requirements
2, 3, 4, 5, 6, 7, 8	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
2, 3, 4, 5, 6, 7, 8	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	OPTION PERIOD 2	
1	Kickoff Meeting	Within 10 working days of beginning of Option Period 1 and 5 working days after receipt of draft TD by TOCOR.
1	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
1	Progress Reports & Funding Status Reports by Project	Per contract requirements
2, 3, 4, 5, 6, 7, 8	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
2, 3, 4, 5, 6, 7, 8	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	OPTION PERIOD 3	
1	Kickoff Meeting	Within 10 working days of beginning of Option Period 1 and 5 working days after receipt of draft TD by TOCOR.
1	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
1	Progress Reports & Funding Status Reports by Project	Per contract requirements
2, 3, 4, 5, 6, 7, 8	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
2, 3, 4, 5, 6, 7, 8	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	OPTION PERIOD 4	
1	Kickoff Meeting	Within 10 working days of beginning of Option Period 1 and 5 working days after receipt of draft TD by TOCOR.

1	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
1	Progress Reports & Funding Status Reports by Project	Per contract requirements
2, 3, 4, 5, 6, 7, 8	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
2, 3, 4, 5, 6, 7, 8	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.

The Contractor shall participate in meetings and conference calls arranged by the TOCOR.

The Contractor shall, when requested by the TOCOR, provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation shall include the electronic files and detailed, written explanation of all steps and decisions. The Contractor is expected to comply with this request when it is received from the TOCOR regardless of whether such a request is described in the individual tasks of this PWS or by technical direction. The Contractor is expected to furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the TOCOR. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the TOCOR for review. This process does not need to be performed by an independent peer reviewer. It is expected that all editorial review comments will be addressed before deliverables are furnished to the

OCOR for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and that questions raised by scientific/ technical review will be either addressed or discussed with the TOCOR prior to the Contractor furnishing draft deliverables.

EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if TOCOR edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, EPA anticipates that the Contractor's work will be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain TOCOR edits for such things as grammar, punctuation and format. The TOCOR can upon request furnish a copy of the EPA correspondence manual for the Contractor's use.

Upon receipt of written technical direction from the TOCOR, the contractor shall furnish:

- All deliverables (draft and final) to EPA shall be furnished in an electronic version and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).
- All final deliverables to EPA shall include one (1) electronic copy and two (2) paper copies. All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

All submittals to EPA shall be formatted as described below.

Electronic submissions shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs), and Microsoft Access© format for any and all databases or for other data as is approved by the EPA TOCOR in writing. Final electronic submissions shall be on Compact Disk (CD) or Digital Versatile Disc (DVD). The contractor may utilize an FTP, but only if the EPA TOCOR gives written permission. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Unless specified otherwise by the TOCOR, final paper submissions shall be made in the following manner: two (2) separate and identical copies of all deliverables must be submitted; each separate copy includes all the products due at that date (i.e., Task 1, 2, etc.), and must be submitted in one (1) or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, and electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. Although PDF versions of materials may be additionally submitted per the contractor's prerogative, neither electronic nor paper PDF versions will be acceptable as any final work product.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats will be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the Contractor.

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the Contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOCOR, will be satisfactorily completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the Contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the Contractor shall notify the TOCOR and the CO immediately. Within 5 business days of said notification, the TOCOR in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOCOR all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

QUALITY ASSURANCE PROJECT PLANS:

EPA policy requires that an *approved* Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the data collection and development of models. Where a project will require a QAPP, the Contractor shall prepare the QAPP in conformance with EPA's *Requirements for Quality Assurance Project Plans (EPA QA/R-5)*, and obtain EPA Region 10 approval for the QAPP. No activities requiring a QAPP shall begin without EPA approval of the QAPP.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$20,000. The Contractor shall immediately notify the CO, PO and TOCOR of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all

direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the CO.

REPORTING:

All documentation and reporting under this TO shall be in compliance with contract requirements.

Additional requirements specific to this TO are as follows:

The Contractor's progress reports shall include, but not be limited to, the following items: Contactor technical lead and status of funds allotted and spent for each project under the TO.

During the period of performance of this TO, the Contractor is expected to immediately inform the TOCOR by telephone of: (1) any problems that may impede the successful completion of the requested items of work; and (2) any corrective actions needed to solve the problem. The Contractor shall address and correct any problems identified by EPA within three days of EPA's written direction.

ANTICIPATED TRAVEL:

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. (See contract clause H-17). For planning purposes, assume two 2- day meetings and/or watershed site visits during the base and each option period would be located in Seattle, Washington.

CONTRACTOR IDENTIFICATION:

The Contractor staff shall be required to identify themselves as contractors whenever their EPA work brings them in contact with the public (such as when they are providing technical information or conducting training and conferences). Contractor staff must always wear Contractor ID badges when interacting with the public. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

MONITORING INFORMATION IN STORET AND FOLLOW-ON DATA SYSTEMS:

Any ambient water quality, chemical, physical, biological, sediment, tissue, and ecological monitoring data collected as part of any this task order shall be entered into STORET or its follow-on data systems and be made available to the EPA in a compatible format. The Contractor shall use its own company name as the entity for data collected by the Contractor when entering its data. The Contractor shall report quality control of the data upload to the EPA.

QUALITY ASSURANCE SURVEILLANCE PLAN:

See contract requirements.

SECTION 508 CCOMPLIANCE

All electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. The Contractor shall include documentation which indicates that the contractor has tested the deliverable against applicable Section 508 Standards.

COST PROPOSAL INSTRUCTIONS
TASK ORDER SOLICITATION
PR-R0-17-00165

The following paragraphs supplement the instructions set forth in the contract clause B-1 "Ordering Procedures". These instructions apply to the prime contractor as well as subcontractors and consultants. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors and consultants.

Contractors shall submit a summary page for the base and any optional periods. The summary sheet shall be supplemented as necessary to provide thoroughness and clarity in the data presented. Pricing detail shall be included by task for the base and any optional periods. The cost breakdown supporting the above documents shall breakout the following elements: Direct Labor, including direct labor rate and hours for each proposed individual, Fringe Benefits, Overhead, ODC, Travel, Consultants, Subcontractors, Total Subcontract, Subtotal, G&A, Total Cost, Fee, Total Cost Plus Fee. This cost detail shall be broken out for the base and any optional periods, at the task level. A copy of the cost proposal shall be included in the submission in MS Excel. This copy shall include formulas used to arrive at the CPFF for the base and any optional periods.

When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each contract year and for the aggregate (all years, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. Subcontractor detail may be provided by the subcontractor directly to the EPA.

If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on Government cost-type contracts), the Contracting Officer's consent for a cost type (CPFF, etc.) subcontract will not be granted.

In the cost proposal, the contractor must certify that all proposed personnel (including proposed subcontractor personnel or consultants) for the Professional Level identified by the contractor meet the qualifications specified in the TSAWP IDIQ Contract Attachment 3, "Definition of Labor Classifications."

TASK ORDER SOLICITATION TECHNICAL EVALUATION

PR-R0-17-00165

General TMDL Support for Alaska, Idaho, Oregon and Washington Waters

Contractors shall limit their responses to 15 pages or less (not including attachments or resumes), using their discretion on which criteria to place emphasis. Proposals will be evaluated on the criteria listed below by the project Technical Evaluation Team and will be assigned a score from 0-3 using the scale listed below. Award will be based on Best Value Analysis where Technical Quality is more important than Cost/Price.

RATING SCALE

The following rating scale will be used in scoring proposals:

Unacceptable = 0. Criteria is not addressed.

Poor = 1. The proposal fails to adequately address critical requirements of the PWS and technical evaluation criteria; may satisfy some requirements, but not others; reflects major weaknesses or deficiencies. Could not meet requirements without fundamental changes involving a total re-write or redirection of the offer.

Satisfactory = 2. Proposal addresses and meets most requirements of the PWS and technical evaluation criteria, with some correctable and minor weaknesses and/or deficiencies noted. Is generally considered to demonstrate at least minimum requisite experience, qualifications and performance capabilities. Some discussions may be required to address and correct weaknesses or deficiencies.

Superior = 3. The proposal clearly addresses and exceeds requirements of the SOW and technical evaluation criteria with no weaknesses or deficiencies, or very minor, correctable weaknesses or deficiencies noted.

Each point is worth 1/3 of the weight assigned to an individual criterion.

The following criteria and weights will be used in the technical evaluation of Task Order proposals:

CRITERIA

Corporate and Managerial Technical Experience (25 points)

This criterion evaluates demonstrated corporate experience in fulfilling the technical requirements of contracts/subcontracts/projects similar in technical scope to this solicitation. Of particular interest is the offeror's technical experience conducting work under Task 2 of the PWS. In describing corporate experience, include (a) a description of the contract/task order/project, (b) the sponsor, (c) the dates of performance, (d) the specific role the offeror assumed in the overall performance (e.g., prime, subcontractor or consultant), (e) relevance of the experience to the requirements in the Performance Work Statement of this Task Order, and any other information that would serve to establish the offerors' demonstrated corporate technical experience in fulfilling the technical requirements of contracts similar in technical scope to this task order. Report only those projects completed within the past five years, and projects that are ongoing.

This criterion also evaluates demonstrated corporate experience in successfully fulfilling the managerial requirements of contracts similar in size and type to this solicitation, including the management of subcontracts.

Key Personnel Team (30 points)

This criterion evaluates the technical qualifications (experience, expertise, and education) and availability of the proposed key personnel team (including the proposed program manager). The Contractor's proposal should describe the technical qualifications (experience, expertise, and education) and availability of the proposed Key Personnel as related to the tasks set forth in the PWS.

This criterion will evaluate the key personnel team collectively. The information provided by the Contractor should clearly establish the individual's educational achievements, specific past experience in performing similar projects to those anticipated under the solicitation, including the specific role held by the proposed individual in projects cited, the length of time he or she held that role, the goals met and achievements in the role, and availability for effort on work anticipated herein, including commitment letters if not currently an employee of the prime or subcontractor. It is not sufficient to merely state that an individual worked on a project. Explain what he/she did and its relevance to the requirements outlined in the PWS. The following items are to be provided in a simple, systematic table format or listing.

- a. Name, Professional Level, Job Title, and Proposed Role under the contract.
- b. Percent of time available for the contract and commitment letter if not already an employee of the prime or subcontractor.
- c. Degree(s) held and corresponding field of study or other methods of demonstrating expertise.
- d. Specific project experience related to the PWS area of responsibility.
- e. Job responsibility and goals met for project experience described in item d.
- f. Time dedicated to each project in item d.
- g. Beginning and ending dates of each project in item d.

Technical Approach (20 points)

This criterion evaluates the adequacy of the contractor's proposed technical approach to perform the tasks requested in the PWS. The contractor shall demonstrate an understanding of the work to be performed, the appropriate knowledge, capability (availability of appropriate staff, equipment, and resources) to complete the tasks with quality outputs, and ability to complete the tasks on time. The contractor shall demonstrate an understanding of the typical problems encountered in performing services required by the PWS and the ability to present practical, efficient solutions for those problems. The Contractor's proposal shall include a clear, concise narrative that addresses each of the areas identified under the criteria.

Past Performance (25 points)

The Contractor's proposal should describe the successful completion of contracts, subcontractors, and/or projects which are similar to the tasks requested in the PWS within the past five (5) years. The proposal shall provide a brief description of each contracts, subcontractors, and/or projects which includes a description of objectives, the dollar value, the date work was performed, and client contact information including name, address, point of contact, and telephone and/or email. *(You must notify all client contacts the government may be contacting them regarding your past performance of the projects in question).*

The Contractor's proposal shall describe ongoing, or successfully completed contracts, subcontractors, and/or projects which are similar to the tasks requested in the Performance Work Statement within the past five (5) years. The proposal shall provide a brief description of each contracts, subcontractors, and/or projects which includes a description of objectives, the dollar value, the date work was performed, and client contact information including name, address, point of contact, and telephone and/or email. Areas for consideration include: Technical (quality of product); Schedule; Cost Control; Management; and Regulatory Compliance.

Contractors shall provide the attached questionnaire to each of the client references and ask that they be provided to the Contract Officer (CO) identified for this solicitation by the closing date of the Task Order RFP. If a questionnaire is not received by the closing of the RFP, the CO will make one additional attempt to receive a completed questionnaire from the identified client point of contact. The EPA will consider this information, as well as information obtained from any other sources, when evaluating the past performance. Contractors may provide information on problems encountered on the identified contracts and the corrective actions. In the case of a Contractor without a record of relevant past performance or for whom information on past performance is not available; the Contractor may not be evaluated favorably or unfavorably on past performance and will receive a satisfactory rating "2" for the evaluation.

(You must notify all client contacts the government may be contacting them regarding your past performance of the projects in question).